

NOTICE TO BIDDERS CUSTODIAL SERVICES

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting bids from qualified licensed companies for custodial services for Santa Rosa County Facilities.

All bids must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., March 25, 2014. Bids shall provide complete documentation as to qualifications; as well as a total price per month and a breakdown of monthly pricing per location to provide the services indicated in the specifications. The bids will be publicly opened at this time. Only bids received by the aforesaid time and date will be considered. Bids received after the time set for the opening will be rejected and returned unopened to the submitter. All bids shall be sealed and clearly labeled, "**CUSTODIAL SERVICES.**"

Questions should be directed to Building Maintenance Director Thad Allen at (850) 623-1569.

Specifications may be secured from Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1870

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County Board of County Commissioners encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.

By order of the Board of County Commissioners of Santa Rosa County, Florida

LEGAL NOTICE

One issue – February 22, 2014 - Press Gazette, February 27, 2014 - Navarre Press, and
February 27, 2014 – Gulf Breeze News

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith.

MINIMUM SPECIFICATIONS CUSTODIAL SERVICES

The Santa Rosa County Board of Commissioners is requesting custodial/janitorial services for the following facilities:

- *Administrative Annex, (Suite 1, 2, 3, & 4), 6491 Caroline Street Milton, FL. 32570
- Animal Services Building, 4451 Pine Forest Road, Milton, FL 32583
- Co-Operative Extension Office, 6263 Dogwood Dr., Milton, FL 32570
- Emergency Management, 4499 Pine Forest Rd., Milton, FL 32583
- Engineering Department, 6051 Old Bagdad Hwy., Suite 300, Milton, FL 32583
- Gulf Breeze Library, 1060 Shoreline Dr., Gulf Breeze, FL 32561
- *Library Administration, 6273 Dogwood Dr., Milton, FL 32570
- Milton Library, 5541 Alabama St., Milton, FL 32570
- Navarre Library, 8484 James M Harvell Rd, Navarre 32566
- Pace Library, 5750 Pace Patriot Blvd., Pace, FL 32571
- *Probation, 6816 Caroline St. Milton, FL 32570
- Public Defender's Office, 5210 Willing Street Milton, FL 32570
- Public Services Complex, 6051 Old Bagdad Hwy., Milton, FL 32583
(Building Permits, Environmental, Planning and Zoning Offices, Housing / Veteran Services)
- Public Works Building, 6075 Old Bagdad Hwy., Milton, FL 32583
- *Santa Rosa Archives, 6444 Open Rose Drive, Milton, FL 32570
- United States Department of Agriculture, 6275 Dogwood Dr., Milton, FL 32583
- Veterans Memorial Office, 5191 C Willing Street, Milton, FL 32570

* Denotes Cleaning During Working Hours

- **Bagdad Community Center, 4591 School Street, Bagdad, FL 32583
- Fidelis Community Center, 13785 Highway 87 N, Jay, FL 32565
- **Pace Community Center, 5980 Chumuckla Hwy, Pace, FL 32571
- **Peter Prince Field Restrooms, 5600 North Airport, Milton, 32583
- **Tiger Point Community Center, 1370 Tiger Point Lane, Gulf Breeze, FL 32561

** Denotes One Time a Week Cleaning, Fidelis Will be Cleaned when Requested.

I. QUALIFICATIONS OF CONTRACTORS:

- A. All prospective firms must have a minimum of five (5) years experience in the janitorial and custodial servicing of buildings and grounds. They must submit with their proposals, evidence of their reliability, ability and experience. ***Copies of licenses are to be attached to the bid form.***
- B. Contractor must have physical office within fifty (50) miles of Santa Rosa County Building Maintenance, 4530 Spikes Way, Milton, FL 32583.

- C. Provide a list of 5 locations where custodial programs of similar scope and size are presently managed, (two of the locations within one hundred (100) miles of Santa Rosa County). Give name and address, length of service, customers served and name and telephone number of a contact person for each contract.
- D. A list of facilities and other similar accounts where services have been discontinued or terminated for any reason within the past two years and the reason why. Include contact person and telephone number.

II. INSPECTION OF PREMISES:

- A. Contractors must inspect the buildings and grounds of the proposed buildings in order to be fully aware of the scope of services required and **attend a mandatory pre bid meeting**. Interested parties must contact the Santa Rosa County Building Maintenance Director, or his designee, at the Santa Rosa County Building Maintenance Office, 4530 Spike's Way, Milton, FL 32583 prior to inspecting the facilities. Phone (850) 623-1569

III. CONTRACTORS' INSURANCE REQUIREMENTS and EMPLOYEES:

A. Indemnity:

Contractor agrees to indemnify, defend and hold harmless Santa Rosa County, its agents, elected officials and employees, from any and all claims arising out of the activities of the contractor in the performance of this agreement.

B. Employees:

Contractors shall employ persons who are drug free and provide a background check on each employee. The task of performing the duties as outlined in the scope of work are not to be taken with haste or disregard to Santa Rosa County's property or its employees' property. Santa Rosa County is expecting the contractor to perform the duties outlined in this contract with no disturbances and problems on the contractor's behalf. All problems should be presented to County Building Maintenance Director or Supervisor.

IV. SCOPE OF WORK:

- A. Contract period will be for two years, with possibility of annual renewals.
- B. An evaluation is required every 3 months for the first year and a "poor" evaluation can cause termination of contract immediately.
- C. All custodial/janitorial work to be performed under this proposal shall consist of furnishing all equipment, tools, labor, supervision, and insurance necessary to perform this contract. **The use of county equipment and cleaning supplies is strictly prohibited.** Santa Rosa County will provide the paper products, trash liners, hand soap and the metered scent dispensers needed to supply the offices and restrooms. The

cleaning equipment and chemicals should be to industry standards. The county reserves the right to require contractor to replace any equipment, supplies, or chemicals deemed unacceptable. All work under this proposal shall be done after normal business hours, unless so specified in writing and agreed to by both parties.

- D. The following areas of work, frequency of work and specified work should be included in your proposal as follows.

1. Rest rooms:

- a. To be cleaned and sanitized three (3) days per week.

2. Hallways and Common Areas:

- a. To be vacuumed and/or mopped three (3) days per week.
- b. Tile floor areas to be cleaned, waxed and buffed once a month. Floors will be stripped and wax reapplied during the months of March, June, September, and December. County Supervisor will make arrangements to schedule the floor waxing with the contractor. Waxing will take place after hours and on weekends.
- c. Public counter tops should be dusted three (3) days per week.
- d. Glass entrance windows and doors cleaned three (3) days per week.
- e. All tables and chairs should be cleaned three (3) days per week.

3. Office Areas:

- a. To be cleaned (dusted, vacuumed, mopped) three (3) days per week.

4. Office Windows:

- a. To be cleaned one (1) time per month.

5. All Trash Containers:

- a. To be emptied three (3) days per week.

6. Exterior Trash Containers near Entrances and Common Areas:

- a. To be emptied three (3) days per week, this includes smoking urns, covered walkways and sidewalks.
- b. Daily check list sheet May be required for each building and should be initialed after each cleaning.

E. Additional Requirements for Pace Community Center and Tiger Point Community Center

- Windows to be cleaned once a month
- Cobwebs and dust including from light fixtures to be removed
- Dust blinds
- Wipe down window casements and window sills
- Wipe down baseboards, molding, door jams, and doors
- Wipe down and sanitize light switches & thermostats

1. Kitchen

- a. Wipe down cabinets and splatters above kitchen sink
- b. Wipe top of refrigerator, clean grate on bottom of fridge, and wipe inside of refrigerator.
- c. Clean and sanitize counter tops.
- d. Wipe down inside and outside of microwave.
- e. Clean stove including wipe flood splatters from back splash, wipe hood, lift grates and clean, clean burners, and stove controls. Open oven door and wipe. Open stove drawer and wipe.

F. These duties are to be performed on Mondays, Wednesdays, and Fridays, except on holidays when county offices are closed. Scheduling arrangements for holidays must be arranged by county supervisor. Cleanings three (3) times per week are still required. The monthly window cleaning and floor waxing are to be scheduled on the same weekend or after hours by the county supervisor and the contractor.

G. All items not covered in this bid request may be negotiated between both parties. Items covered in this bid request may be amended and negotiated by both parties.

**BID FORM
CUSTODIAL SERVICES**

Santa Rosa County Procurement Department
6495 Caroline Street, Suite G
Milton, Florida 32570 Date _____

Dear Sir:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the service bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder

Administrative Annex	_____ Per Month
Animal Services Building	_____ Per Month
Co-Operative Extension Office	_____ Per Month
Emergency Management	_____ Per Month
Engineering Department	_____ Per Month
Gulf Breeze Library	_____ Per Month
Library Administration	_____ Per Month
Milton Library	_____ Per Month
Navarre Library	_____ Per Month
Pace Library	_____ Per Month
Probation Services	_____ Per Month
Public Defender's Office	_____ Per Month
Public Services Complex	_____ Per Month
Public Works Building	_____ Per Month
Santa Rosa Archives	_____ Per Month
United States Department of Agriculture	_____ Per Month
Veterans Memorial Office	_____ Per Month
Bagdad Community Center	_____ Per Month
Fidelis Community Center	_____ Per Month
Pace Community Center	_____ Per Month
Peter Prince Field Restrooms	_____ Per Month
Tiger Point Community Center	_____ Per Month

*Provide square footage rate for any other buildings that may be added.

TOTAL _____ per month

Company Representative Signature

Telephone

NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

COMMENTS: _____

SANTA ROSA COUNTY
BOARD OF COUNTY COMMISSIONERS
INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

- (1) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN SUCH INSURANCE AS WILL PROTECT IT FROM: (1) CLAIMS UNDER WORKER'S COMPENSATION LAWS; (2) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, OCCUPATIONAL SICKNESS OR DISEASE OR DEATH OF HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; (3) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, SICKNESS OR DISEASE, OR DEATH OF ANY PERSON OTHER THAN HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; AND (4) FROM CLAIMS FOR INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY INCLUDING LOSS OR USE RESULTING THEREFROM—ANY OR ALL OF WHICH CLAIMS MAY ARISE OUT OF, OR RESULT FROM, THE SERVICES, WORK AND OPERATIONS CARRIED OUT PURSUANT TO AND UNDER THE REQUIREMENTS OF THE CONTRACT DOCUMENTS, WHETHER SUCH SERVICES, WORK AND OPERATIONS BE BY THE CONTRACTOR, ITS EMPLOYEES, OR BY SUBCONTRACTOR(S), OR ANYONE EMPLOYED BY OR UNDER THE SUPERVISION OF ANY OF THEM, OR FOR WHOSE ACTS ANY OF THEM MAY BE LEGALLY LIABLE.
- (2) THIS INSURANCE SHALL BE OBTAINED AND WRITTEN FOR NOT LESS THAN THE LIMITS OF LIABILITY SPECIFIED HEREINAFTER, OR AS REQUIRED BY LAW, WHICHEVER IS GREATER.
- (3) THE CONTRACTOR SHALL REQUIRE, AND SHALL BE RESPONSIBLE FOR ASSURING THROUGHOUT THE TIME THE AGREEMENT IS IN EFFECT, THAT ANY AND ALL OF ITS SUBCONTRACTORS OBTAIN AND MAINTAIN UNTIL THE COMPLETION OF THAT SUBCONTRACTOR'S WORK, SUCH OF THE INSURANCE COVERAGE'S DESCRIBED HEREIN OR AS ARE REQUIRED BY LAW TO BE PROVIDED ON BEHALF OF THEIR EMPLOYEES AND OTHERS.
- (4) THE CONTRACTOR SHALL REQUIRE THE INSURANCE AGENT/BROKER TO PROVIDE REPLACEMENT CERTIFICATES OF INSURANCE ON A TIMELY BASIS, PREFERABLE NO LATER THAN FIVE (5) DAYS PRIOR TO POLICY TERMINATION.
- (5) IF COUNTY HAS ANY OBJECTION TO THE COVERAGE AFFORDED BY OTHER PROVISIONS OF THE INSURANCE REQUIRED TO BE PURCHASED AND MAINTAINED BY CONTRACTOR IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS ON THE BASIS OF ITS NOT COMPLYING WITH THE CONTRACT DOCUMENTS, COUNTY SHALL NOTIFY CONTRACTOR IN WRITING THEREOF WITHIN THIRTY (30) DAYS OF THE DELIVERY OF SUCH CERTIFICATES TO COUNTY. CONTRACTOR SHALL PROVIDE TO THE COUNTY SUCH ADDITIONAL INFORMATION WITH RESPECT TO ITS INSURANCE AS MAY BE REQUESTED.

- (6) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN THE FOLLOWING INSURANCE COVERAGE'S AS PROVIDED HEREIN BEFORE, AND IN THE TYPE, AMOUNTS AND IN CONFORMANCE WITH THE FOLLOWING MINIMUM REQUIREMENTS:
- A. FLORIDA STATUTORY WORKER'S COMPENSATION AND EMPLOYERS LIABILITY WITH LIMITS REQUIRED BY CHAPTER 440. FLORIDA STATUTES IN ADDITION, COVERAGE UNDER THE U.S. LONGSHOREMEN & HARBOR WORKERS' AND JONES ACT, MAY BE REQUIRED COVERAGE'S BY LAW OR REGULATION FOR THE WORK SPECIFIED IN THE CONTRACT. CONTRACTOR AND SUBCONTRACTORS MAY PROVIDE A VALID CERTIFICATE OF EXEMPTION ISSUED BY THE STATE OF FLORIDA IN LIEU OF WORKERS' COMPENSATION INSURANCE COVERAGE. (THIS EXEMPTION APPLIES TO SOLE PROPRIETORS AND CORPORATE OFFICES ONLY. STATUTORY WORKERS' COMPENSATION COVERAGE MUST BE PURCHASED FOR 1 OR MORE EMPLOYEES.)
 - B. COMMERCIAL GENERAL LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$1,000,000, INCLUDING COVERAGE PARTS OF BODILY INJURY, BROAD FORM PROPERTY DAMAGE, PERSONAL INJURY, INDEPENDENT CONTRACTORS, BLANKET CONTRACTUAL LIABILITY AND PRODUCTS AND COMPLETED OPERATIONS. THE COVERAGE FOR UNDERGROUND DAMAGE, EXPLOSION AND COLLAPSE SHALL NOT BE REMOVED BY EXCLUSION.
 - C. AUTOMOBILE LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$500,000 FOR ALL HIRED, OWNED AND NON-OWNED VEHICLES.
 - D. EXCESS OR UMBRELLA LIABILITY WITH MINIMUM LIMITS OF \$2,000,000 WHICH ARE NO MORE RESTRICTIVE THAN THE UNDERLYING LIMITS. UMBRELLA COVERAGE SHALL DROP DOWN TO PROVIDE COVERAGE WHERE THE UNDERLYING LIMITS ARE EXHAUSTED.
 - E. PROFESSIONAL LIABILITY INSURANCE WITH MINIMUM LIMITS OF \$500,000 FOR ENGINEERS, ARCHITECTS OR OTHER PROFESSIONALS EMPLOYED BY THE CONTRACTOR, IF ANY.
 - F. BUILDERS RISK INSURANCE UNDERWRITTEN ON THE "ALL RISKS OF PHYSICAL LOSS" BASIS FOR REPLACEMENT COST FOR THE FULL VALUE OF THE COMPLETED PROJECT TO COVER THE OWNER AND CONTRACTOR AS THEIR INTEREST MAY APPEAR. AN INSTALLATION FLOATER MAY BE AN ALTERNATIVE IF APPROPRIATE TO THIS SPECIFIC CONTRACT.

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES
THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is _____
_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____. If the entity has no FEIN,
include the Social Security Number of the individual signing this Sworn Statement: _____.
1. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
1. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
A predecessor or successor of a person convicted of a public entity crime; or
An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
1. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
1. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)
Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this day of , 2 .

Personally known

or Produced identification Notary Public – State of

My commission expires

(Type of identification)

(Printed, typed, or stamped commissioned name of notary public.)

February 26, 2014

Addendum No. 1

A pre-bid conference will be held at 9:00 a.m. local time on March 12, 2014 at the Santa Rosa County Auditorium located at 4530 Spikes Way, Milton FL 32583..

End of Addendum No. 1